

California Information Technology Strategic Plan
Portal Steering Committee
Information Organization, Usability, Currency & Accessibility (IOUCA)
Working Group
Library & Courts II, 900 N Street, Room 340

- AGENDA: AUGUST 22 –

Time:

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| 10 | I. | Opening Review action items | Debbie Schwartz Working Group |
| 30 | II. | Webmasters Meeting | Claudina Nevis |
| 30 | III. | AJAX Presentation | Lee Macklin |
| 10 | IV. | California Enterprise Architecture Program Update | Lee Macklin Richard Lehman |
| 10 | V. | Portal Redesign Project (PRP) Update | Steve Rushing Keith Mitsuyasu |
| 5 | VI. | IOUCA Recommendations and Working Teams | Kris Ogilvie Debbie Schwartz |
| 5 | VII. | Next Steps and Adjourn Next IOUCA meeting August 15, 2006 at 900 N Street, Room 340 Agenda Items? | Kris Ogilvie Debbie Schwartz |
| 30 | VIII. | Working Groups: <ul style="list-style-type: none">• Content: Bill, Debbie, Jennifer, Shayn• Findability: Anamarie, Jennifer, John, Michael, Neal, Steve• Technical Implementation: Frank, John Q., Morris, Patrick, Steve, David• Usability: Brenda, Donna, Kris, Linda, Liz | Room 340 Room 302 Room 340 Room 301 |

Action Items for Review – Due August 22, 2006

ACTION: Develop a list of file types and versions that should be used for California web pages. The list should be prioritized by most desirable and focused on where we want to be in the future rather than where we are now.

Assigned To: Neal Albritton, Steve Branson

Due: August 22, 2006 (Update)

Update: A meeting with Adobe is scheduled for August 16, 2006.

Future Action Items (Not Scheduled for Review this Week)

ACTION: Write a 1-2 page issue paper outlining the implications and possible solutions of CSS and browser compatibility.

Assigned To: Steve Branson

Due: September 5, 2006 (Update)

Update: In progress.

ACTION: Discuss a process for disseminating information to content providers and webmasters quickly. Prepare a plan to establish ongoing communication with webmasters.

Assigned To: John Jewell/Steve Branson

Due: September 19, 2006 (Update)

Update: The action item will be partially addressed by the monthly Webmaster user group meetings and Quarterly Webmasters meetings being scheduled by DTS and IOUCA. The working group also discussed again use of the IT Forum; it was agreed that the forum should be established and activity generated to raise interest and information sharing. John Quijada was heading up the effort to establish the IT Forum. He is unavailable through the end of September; Steve Branson will take over.

ACTION: The working group discussed the need for a broader implementation plan than what is contained in the recommendation. It was felt that integrated document with next steps should be developed to guide implementation of the recommended standards. John and Debbie will work on this offline.

Assigned To: Debbie Schwartz, John Jewell

Due: September 19, 2006 (Update)

Update: In progress.

ACTION: Follow up on the feasibility of using GTC as a vehicle for ongoing technical training.

Assigned To: Claudina Nevis and Liz Mecham

Due: October 10, 2006 (Update)

ACTION: Follow up on the feasibility of using Executive Institute as a vehicle for ongoing training for executives.

Assigned To: Claudina Nevis and Liz Mecham

Due: October 17, 2006 (Update)

Update: Claudina is discussing with GTC.

Action Items for Review – Due August 22, 2006

Parking Lot

1. Frame the issue of application accessibility and usability.
Assigned To: Lee Macklin
Due: August 1, 2006 (Update)
Update: It was noted that many online applications are written by consultants; the state may not have the necessary skills to make changes. It was suggested that the two parking lot items be considered as Phase 2. IOUCA will need to work closely with CEAP on the two items. Lee Macklin and Neal Albritton will meet to discuss the issues.
2. Conduct high level research and frame the issue of accessibility and usability in regards to online forms.
Assigned To: Lee Macklin
Due: August 1, 2006 (Update)
Update: See above.
3. Content authors may benefit from training and instruction in writing for the web. There is a need for training for content developers. It may be beneficial if the IOUCA could identify these training needs. DHS offers web author training for readability, usability, and targeting information to the specific audience.

IOUCA Working Group

Purpose and Definition – Updated April 3, 2006

Accessibility: The ability to fully acquire, use, and manipulate Web-based content and /or services by all individuals – regardless of individual age, disability, dependence on assistive technology to process information, or primary language.

Best Practice: A technique or methodology that, through experience and research, has proven to reliably lead to a desired result.¹ A generally accepted “best” way of doing something.²

Definition: A statement expressing the essential nature of something.³

Findability: “Findability refers to the quality of being locatable or navigable. At the item level, we can evaluate to what degree a particular object is easy to discover or locate. At the system level, we can analyze how well a physical or digital environment supports navigation and retrieval.” -Peter Morville. “You can’t use what you can’t find.” - [www.Findability.org](http://www.findability.org)

Guideline: An indication or outline of policy or conduct.⁴ An attempt to streamline a process by establishing a set routine. By definition, following a guideline is never mandatory. “Guidelines may be issued by and used by any organization (governmental or private) to make the actions of its employees or divisions more predictable, and presumably of higher quality.”⁵

Policy: A high-level overall plan embracing the general goals and acceptable procedures especially of a governmental body.⁶

Procedure: A series of steps followed in a regular definite order; a particular way of accomplishing something or of acting.⁷ “A series of activities, tasks, steps, decisions, calculations and other processes, that when undertaken in the sequence laid down produces the described result, product or outcome. Following a procedure should produce repeatable results for the same input conditions.”⁸

Purpose: An object or end to be attained.⁹

Standards: Any definite rule, principle, or measure established by authority.¹⁰ “A standard is “Thou shall” while a guideline is a recommendation, more like “You should if your situation warrants.””¹¹

Usability: Usability is a quality attribute that assesses how easy user interfaces are to use. (Jakob Nielsen, Usability 101: Introduction to Usability, August 25, 2003, <http://www.useit.com/>).

¹ Bitpipe (www.bitpipe.com)

² Wikipedia (www.wikipedia.org)

³ Merriam-Webster Online Dictionary

⁴ Merriam-Webster Online Dictionary

⁵ Wikipedia (www.wikipedia.org)

⁶ Merriam-Webster Online Dictionary

⁷ Merriam-Webster Online Dictionary

⁸ Wikipedia (www.wikipedia.org)

⁹ Merriam-Webster Online Dictionary

¹⁰ Merriam-Webster Online Dictionary

¹¹ Information Technology: Data Warehouse Glossary. California State University, Monterey Bay. <http://it.csumb.edu/departments/data/glossary.html>.